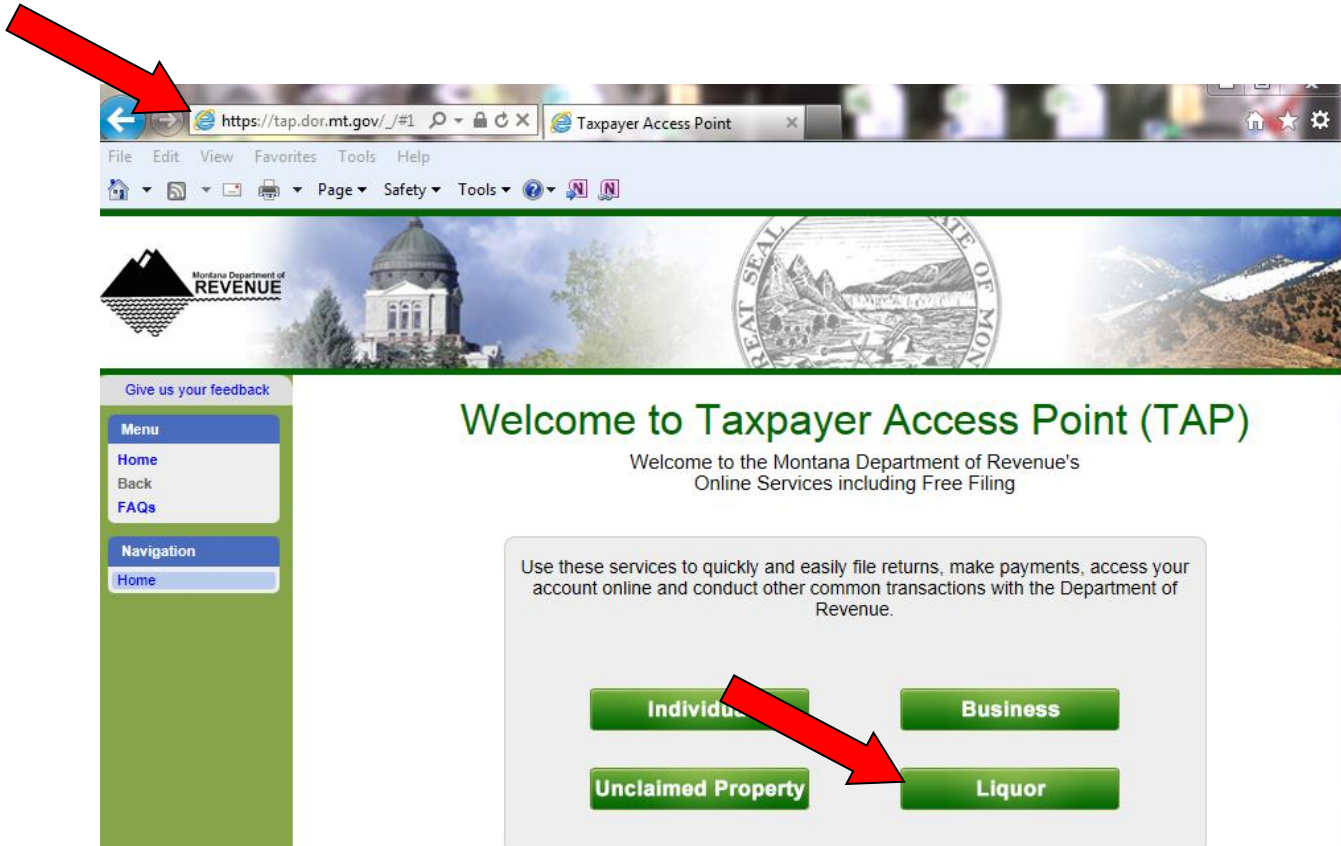# RLD REPORT TO SUBMIT IN TAP

Go to the TAP website at https://tap.dor.mt.gov/_/#1

(you can add this site to your favorites)

Now at the "TAP" Website

Click "Liquor"

Click "Login"

Fill in your Username and Password and Click "Login"

After logging in to your account you will be at the Account Details screen.

Click your Account I.D. to access your account.

Click "Submit RLD"

This will bring you to the Liquor RLD Summary screen.

Click "Click Here to Complete Liquor RLD"

The bars will be listed under **"License Number"** and **"Business Name".** Enter the amount in the **"Posted Sales"** and **"Discount"** fields. **"Adjusted Sales"** will auto-populate.

If you want to **"Delete"** a bar, Click the **"Trash Can"** on the left side of the bar's License Number and Click "Yes" or "No". You can add a bar by typing the License Number at the bottom of the screen in the blank field.

When you have completed entering, Click "OK" **at the bottom of the screen or** "Cancel" **if necessary. If you cancel you will have to start your RLD over.**

	5129	THE FILLING STATION BAR & RESTAURANT	0.00	0.00	0.00
	5242	LIQUID LOUIE'S	0.00	0.00	0.00
	5253	HUNGRY BEAR STEAK HOUSE	0.00	0.00	0.00
	5290	GREY WOLF LOUNGE	0.00	0.00	0.00
	5296	HOLLAND LAKE LODGE	0.00	0.00	0.00
	6106	TRIXI'S ANTLER SALOON	0.00	0.00	0.00

OK   **Cancel**

If you click Ok or Cancel, this will take you back to the Liquor RLD Summary screen. Once you are done entering your RLD, Click "Submit".

Give us your feedback

Menu

Home
Back
FAQs
Log Off
RunDate: 18-Mar-2013
Toggle Log

Navigation

My Accounts
Liq. Store
Request

Submit

Save and finish later

Cancel

Liquor RLD

Summary

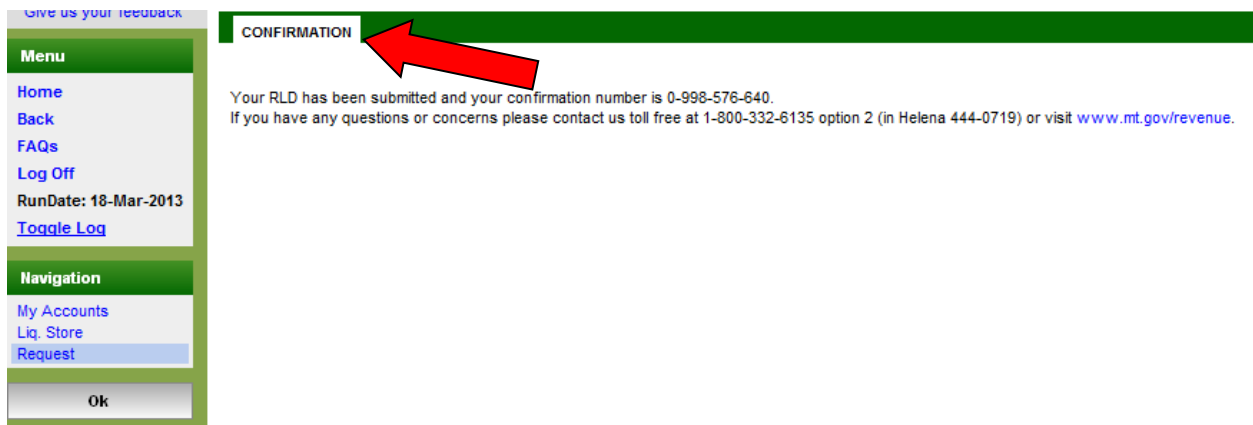|	
Store Number:	
Reporting Period:	Feb 2013
Total Posted Sales:	0.00
Total Discount:	0.00
Total Adjusted Sales:	0.00

Change Reporting Period: ☐

Click Here to Complete Liquor RLD

You will receive a confirmation number for your records.

If you need to finish later, Click "Save and Finish Later" and come back at a later date to complete entering for submittal or "Cancel" if necessary.

If you clicked "Save and Finish Later", to complete and submit your request, Click on "My Accounts".

Click on "Requests" from the Account Summary screen. Click on "Change".

Click on the "RLD Submission for Period _____" to complete.

Click "Change" and **Click "Click Here to Complete Liquor RLD"** to complete entering your information.

When finished Click "Ok"

📋 🗑	5129	THE FILLING STATION BAR & RESTAURANT		0.00	0.00	0.00
📋 🗑	5242	LIQUID LOUIE'S		0.00	0.00	0.00
📋 🗑	5253	HUNGRY BEAR STEAK HOUSE		0.00	0.00	0.00
📋 🗑	5290	GREY WOLF LOUNGE		0.00	0.00	0.00
📋 🗑	5296	HOLLAND LAKE LODGE		0.00	0.00	0.00
📋 🗑	6106	TRIXI'S ANTLER SALOON		0.00	0.00	0.00

OK   Cancel

Click "Submit". You will receive a confirmation number for your records. Click "Log Off"

Give us your feedback

Menu

Home
Back
FAQs
Log Off
RunDate: 18-Mar-2
Toggle Log

Navigation

My Accounts
Request

Submit

Save and finish later

Cancel

Liquor RLD

Summary

Store Number: 122

Reporting Period: Feb 2013   **Change Reporting Period:** ☐

Total Posted Sales: 2,362.00

Total Discount: 0.00

Total Adjusted Sales: 2,362.00

Click Here to Complete Liquor RLD

Once your RLD is complete, click the Submit button